

# **Setting Up Your In-Box**

**You will only see actions  
routed specifically to you**

# Ensure you are in the “D-All Actions, Newest to Oldest”

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

D-All Actions, Newest to Oldest       Query Only Open Notifications

| Date Received        | Request for Personnel Action Type/Number                    | Last Routed To:   | Comment |
|----------------------|-------------------------------------------------------------|-------------------|---------|
| 14-SEP-1999 16:15:27 | RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184                   | Molly Wiegand     |         |
| 10-SEP-1999 11:15:27 | Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC    | Molly Wiegand     |         |
| 10-SEP-1999 11:07:46 | Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVW  | Molly Wiegand     |         |
| 10-SEP-1999 10:35:35 | Update HR Complete : RPA : Name Chg from Practicum, Molly M | Molly Wiegand     |         |
| 08-SEP-1999 14:11:28 | Employee Course Evaluation                                  | Molly Wiegand     |         |
| 08-SEP-1999 08:48:22 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434              | Molly Wiegand     |         |
| 07-SEP-1999 16:17:09 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000440              | Br B - Processing |         |
| 07-SEP-1999 15:21:41 | RPA : Recruit/Fill : Req# 99AUG000058                       | Personnel Proce   |         |
| 02-SEP-1999 14:51:06 | RPA : Reassignment : Req# 99SEP5FCW0ATAA000229              | Molly Wiegand     |         |

Message

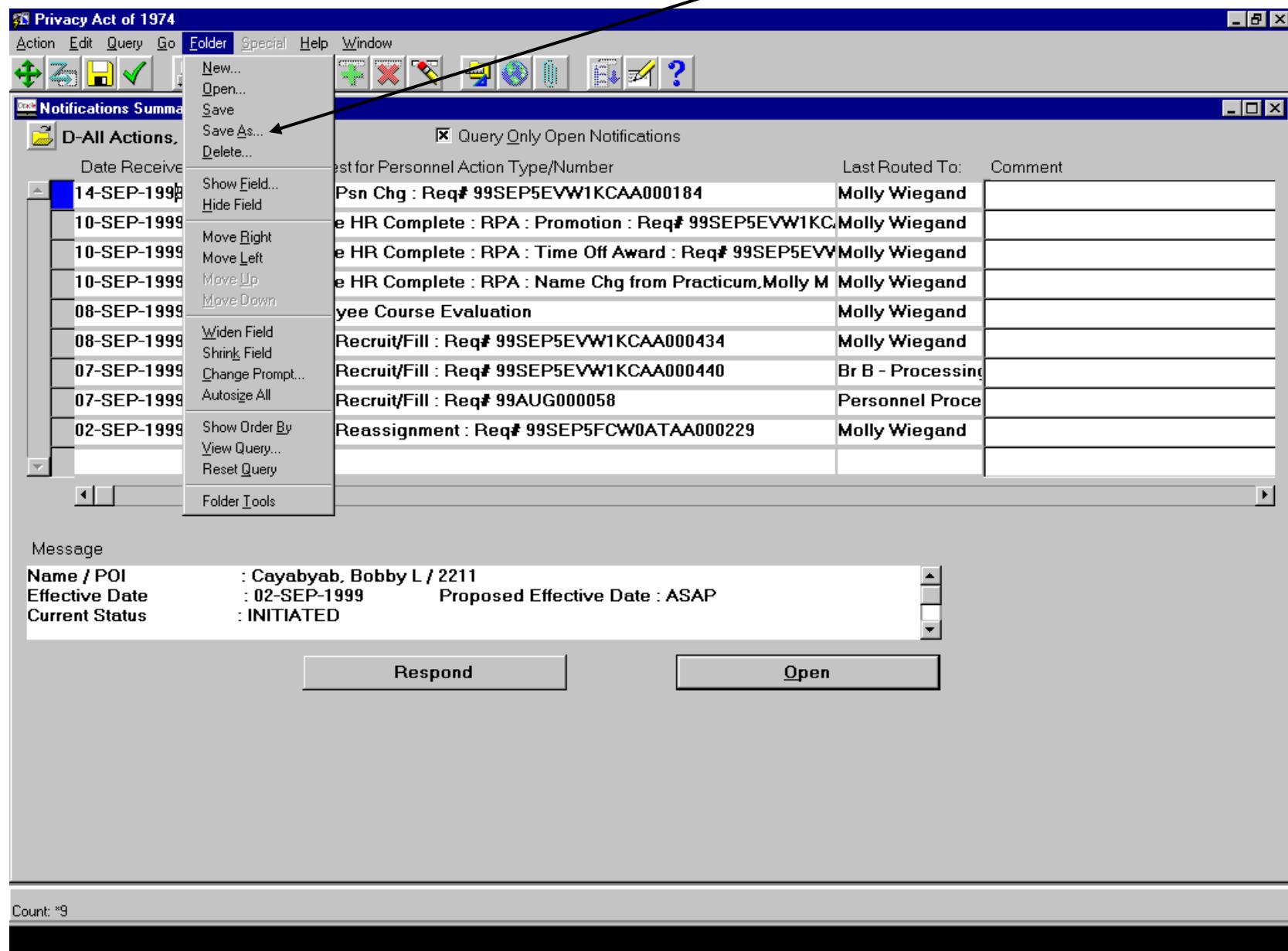
|                |                            |
|----------------|----------------------------|
| Name / POI     | : Cayabyab, Bobby L / 2211 |
| Effective Date | : 02-SEP-1999              |
| Current Status | : INITIATED                |

Proposed Effective Date : ASAP

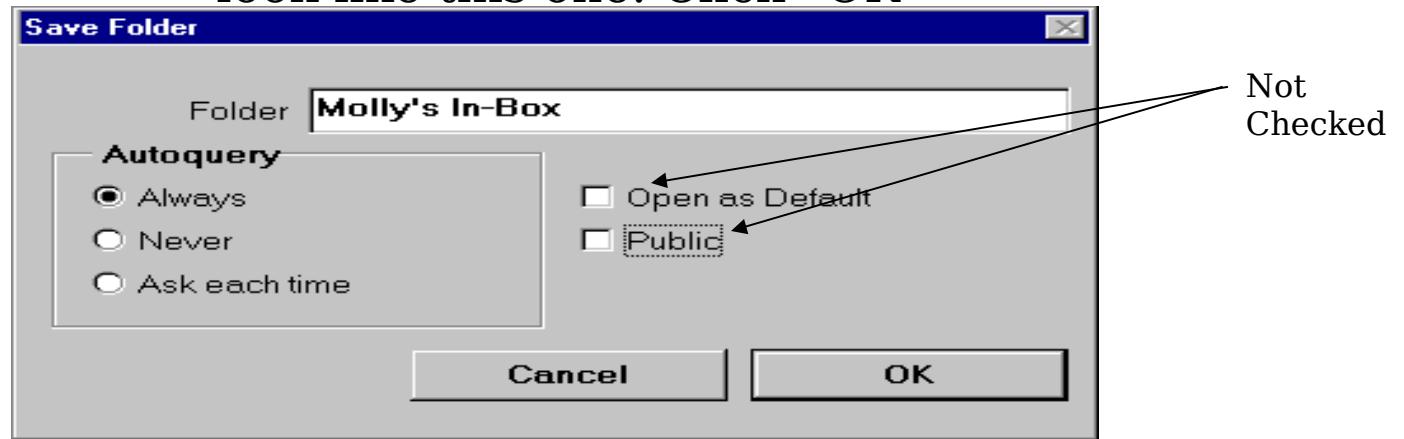
Respond      Open

FRM-41000: This function is not currently available.  
Count: "9"

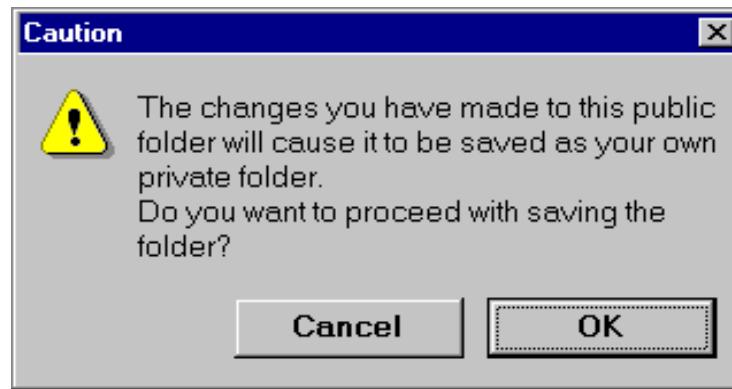
# Click on “Folder” and then “Save As”



Name your folder in the following manner and ensure all other fields look like this one. Click “OK”



The following message box will pop up.



Click “OK”

Notice the name of the folder changed.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Molly's In-Box

Date Received Request for Personnel Action Type/Number Last Routed To: Comment

|                      |                                                             |                   |  |
|----------------------|-------------------------------------------------------------|-------------------|--|
| 14-SEP-1999 16:15:27 | RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184                   | Molly Wiegand     |  |
| 10-SEP-1999 11:15:27 | Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC    | Molly Wiegand     |  |
| 10-SEP-1999 11:07:46 | Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVW  | Molly Wiegand     |  |
| 10-SEP-1999 10:35:35 | Update HR Complete : RPA : Name Chg from Practicum, Molly M | Molly Wiegand     |  |
| 08-SEP-1999 14:11:28 | Employee Course Evaluation                                  | Molly Wiegand     |  |
| 08-SEP-1999 08:48:22 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434              | Molly Wiegand     |  |
| 07-SEP-1999 16:17:09 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000440              | Br B - Processing |  |
| 07-SEP-1999 15:21:41 | RPA : Recruit/Fill : Req# 99AUG000058                       | Personnel Proce   |  |
| 02-SEP-1999 14:51:06 | RPA : Reassignment : Req# 99SEP5FCW0ATAA000229              | Molly Wiegand     |  |

Message

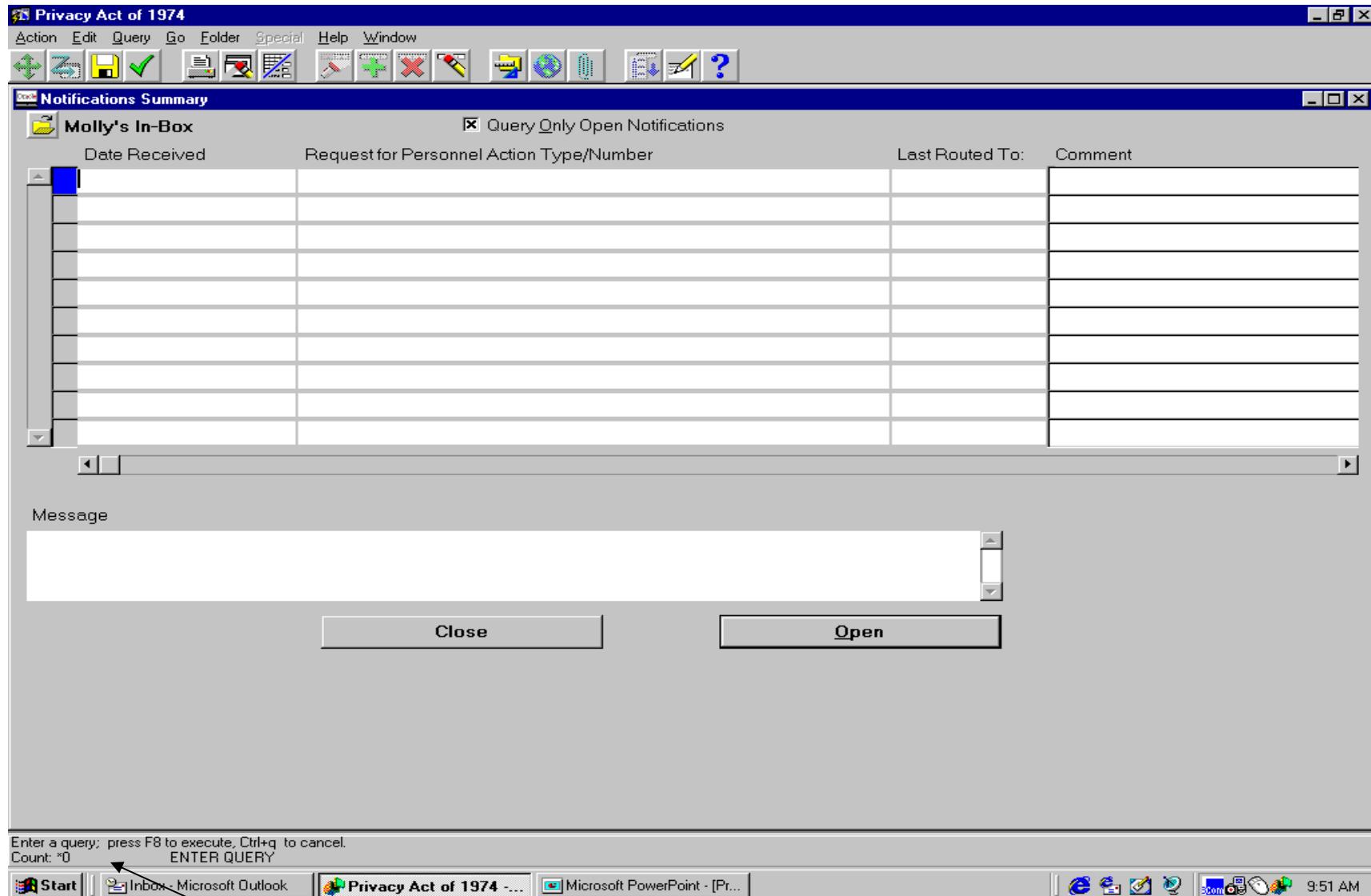
Name / POI : Cayabyab, Bobby L / 2211  
Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP  
Current Status : INITIATED

Respond Open

Saved the folder.  
Count: \*9

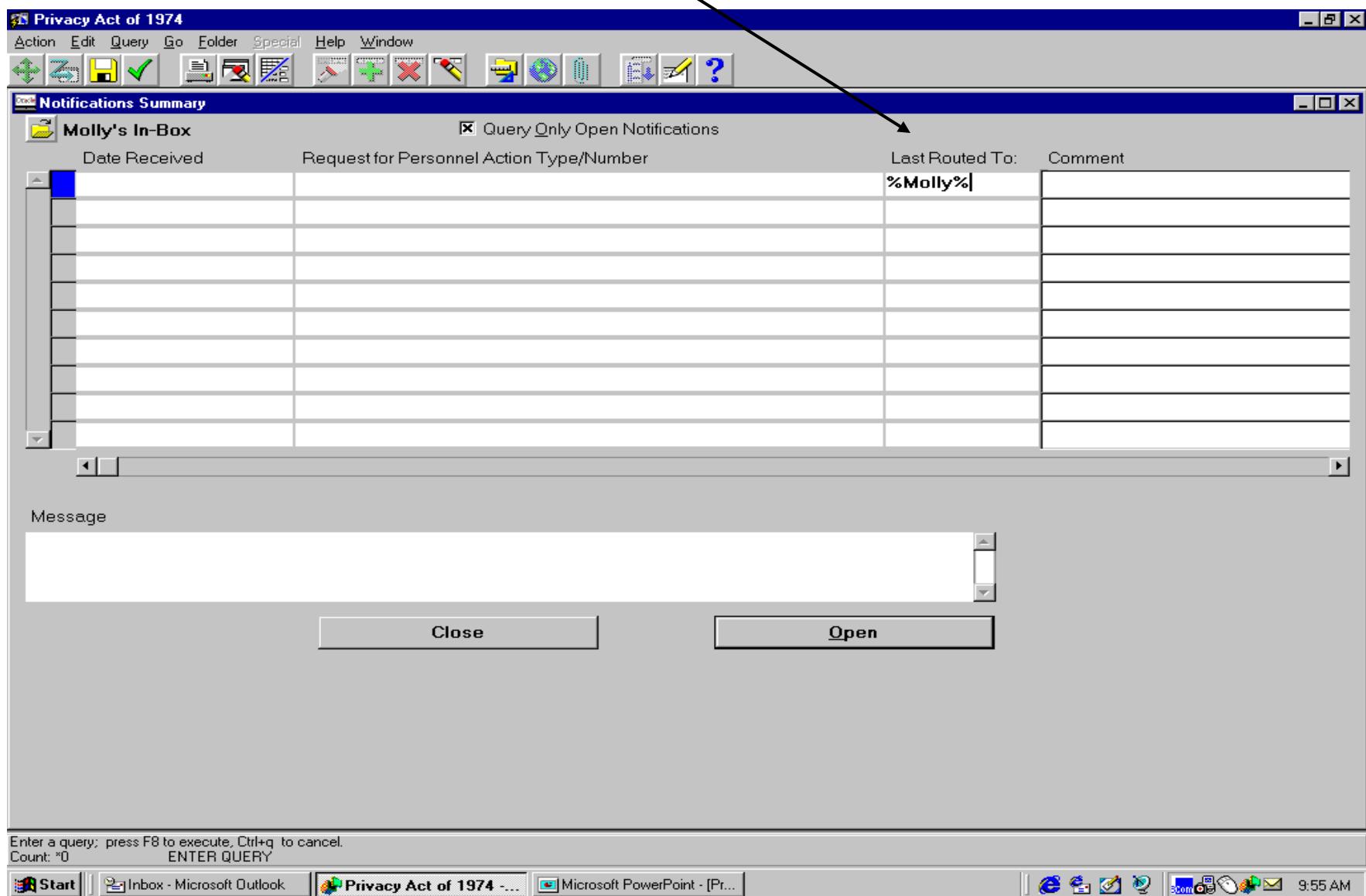
Start Inbox - Microsoft Outlook Privacy Act of 1974 Microsoft PowerPoint - [Pr... 9:49 AM

Hit “F7” on the key board to run a query. Your page will go blank.



Notice the information for a query.

In the “Last Routed To” column, type your name using %Name% format.



The screenshot shows a Windows application window titled "Privacy Act of 1974". The window has a menu bar with options like Action, Edit, Query, Go, Folder, Special, Help, and Window. Below the menu is a toolbar with various icons. The main area is titled "Notifications Summary" and shows a grid of data. The columns are labeled "Date Received", "Request for Personnel Action Type/Number", "Last Routed To:", and "Comment". In the "Last Routed To:" column, the value "%Molly%" is highlighted. A black arrow points from the text "In the ‘Last Routed To’ column, type your name using %Name% format." to this highlighted cell. At the bottom of the window, there is a message area with a scroll bar and two buttons: "Close" and "Open". The status bar at the bottom of the screen displays the text "Enter a query; press F8 to execute, Ctrl+q to cancel. Count: 0 ENTER QUERY". The taskbar at the bottom shows other open applications: Microsoft Outlook, Privacy Act of 1974, and Microsoft PowerPoint. The system tray shows icons for network, power, and other system functions, with the time 9:55 AM.

Hit “F8” on the keyboard to run the query. Now you only see actions that are in your in-box.

Screenshot of the "Privacy Act of 1974" application window showing the "Notifications Summary" screen. The window title is "Privacy Act of 1974". The menu bar includes Action, Edit, Query, Go, Folder, Special, Help, and Window. The toolbar contains various icons for file operations like Open, Save, Print, and Help. A sub-menu bar for "Notifications Summary" shows "Molly's In-Box". A checkbox labeled "Query Only Open Notifications" is checked. The main area displays a table of notifications:

| Date Received        | Request for Personnel Action Type/Number                   | Last Routed To: | Comment |
|----------------------|------------------------------------------------------------|-----------------|---------|
| 14-SEP-1999 16:15:27 | RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184                  | Molly Wiegand   |         |
| 10-SEP-1999 11:15:27 | Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC   | Molly Wiegand   |         |
| 10-SEP-1999 11:07:46 | Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVV | Molly Wiegand   |         |
| 10-SEP-1999 10:35:35 | Update HR Complete : RPA : Name Chg from Practicum,Molly M | Molly Wiegand   |         |
| 08-SEP-1999 14:11:28 | Employee Course Evaluation                                 | Molly Wiegand   |         |
| 08-SEP-1999 08:48:22 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434             | Molly Wiegand   |         |
| 02-SEP-1999 14:51:06 | RPA : Reassignment : Req# 99SEP5FCW0ATAA000229             | Molly Wiegand   |         |
|                      |                                                            |                 |         |
|                      |                                                            |                 |         |
|                      |                                                            |                 |         |
|                      |                                                            |                 |         |
|                      |                                                            |                 |         |

Below the table, a "Message" section shows details for a selected item:

|                |                            |                                |
|----------------|----------------------------|--------------------------------|
| Name / POI     | : Cayabyab, Bobby L / 2211 |                                |
| Effective Date | : 02-SEP-1999              | Proposed Effective Date : ASAP |
| Current Status | : INITIATED                |                                |

Buttons at the bottom are "Respond" and "Open".

The taskbar at the bottom shows "Count: \*7" and icons for Start, Inbox - Microsoft Outlook, Privacy Act of 1974 ..., Microsoft PowerPoint - [Pr..., Internet Explorer, and others. The system tray shows the date and time as 9:58 AM.

At this point you may save your folder by clicking on “Folder” and then “Save”.

To keep from viewing the RPA's that were only updated in HR,  
click once in the "Messages" box. (This process only has to be completed once)

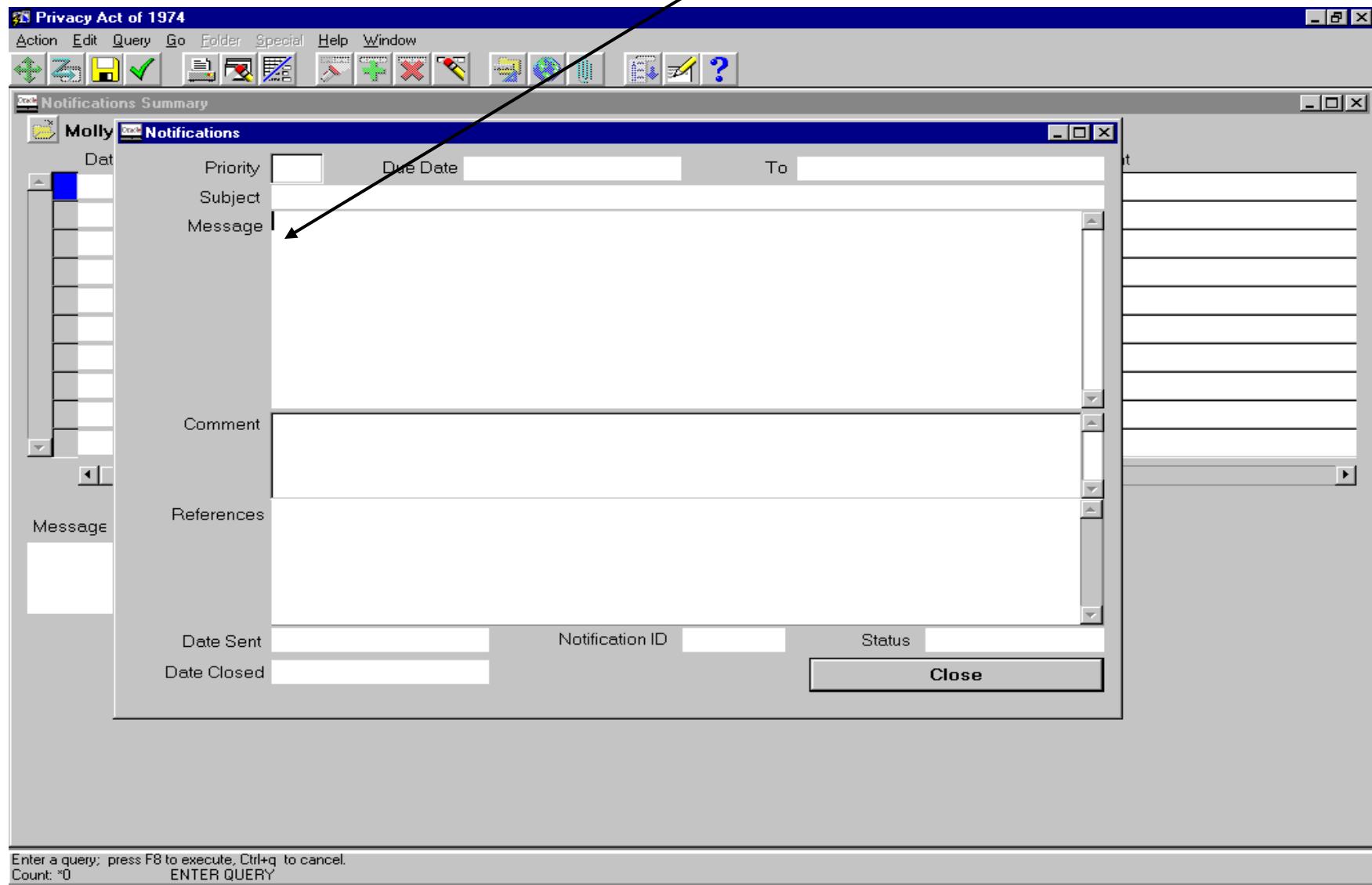
The screenshot shows a Windows application window titled "Privacy Act of 1974". The menu bar includes Action, Edit, Query, Go, Folder, Special, Help, and Window. The toolbar contains various icons for file operations like Open, Save, Print, and Cut/Paste. A sub-menu window titled "Notifications Summary" is open, showing a list of notifications under "Molly's In-Box". The columns are Date Received, Request for Personnel Action Type/Number, Last Routed To, and Comment. The notifications listed are:

| Date Received        | Request for Personnel Action Type/Number                    | Last Routed To | Comment |
|----------------------|-------------------------------------------------------------|----------------|---------|
| 14-SEP-1999 16:15:27 | RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184                   | Molly Wiegand  |         |
| 10-SEP-1999 11:15:27 | Update HR Complete : RPA : Promotion : Req# 99SEP5EVW1KC    | Molly Wiegand  |         |
| 10-SEP-1999 11:07:46 | Update HR Complete : RPA : Time Off Award : Req# 99SEP5EVW  | Molly Wiegand  |         |
| 10-SEP-1999 10:35:35 | Update HR Complete : RPA : Name Chg from Practicum, Molly M | Molly Wiegand  |         |
| 08-SEP-1999 14:11:28 | Employee Course Evaluation                                  | Molly Wiegand  |         |
| 08-SEP-1999 08:48:22 | RPA : Recruit/Fill : Req# 99SEP5EVW1KCAA000434              | Molly Wiegand  |         |
| 02-SEP-1999 14:51:06 | RPA : Reassignment : Req# 99SEP5FCW0ATAA000229              | Molly Wiegand  |         |

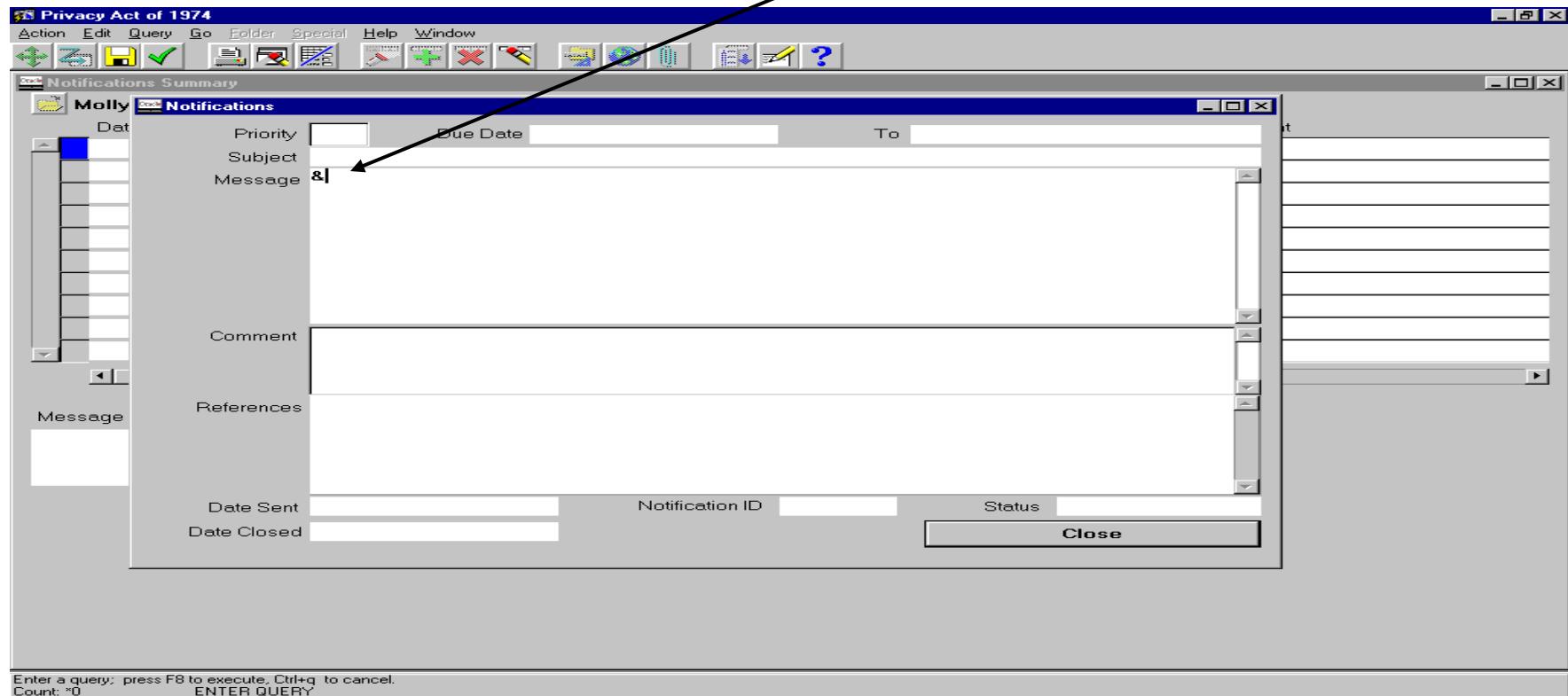
A message detail view is shown at the bottom, with fields for Name / POI (Cayabyab, Bobby L / 2211), Effective Date (02-SEP-1999), Proposed Effective Date (ASAP), and Current Status (INITIATED). Buttons for Respond and Open are present. A note in the status bar says "Saved the folder. Count: \*7".

Note: Update HR Complete are RPA's that were created and updated in HR without being saved in your in-box.

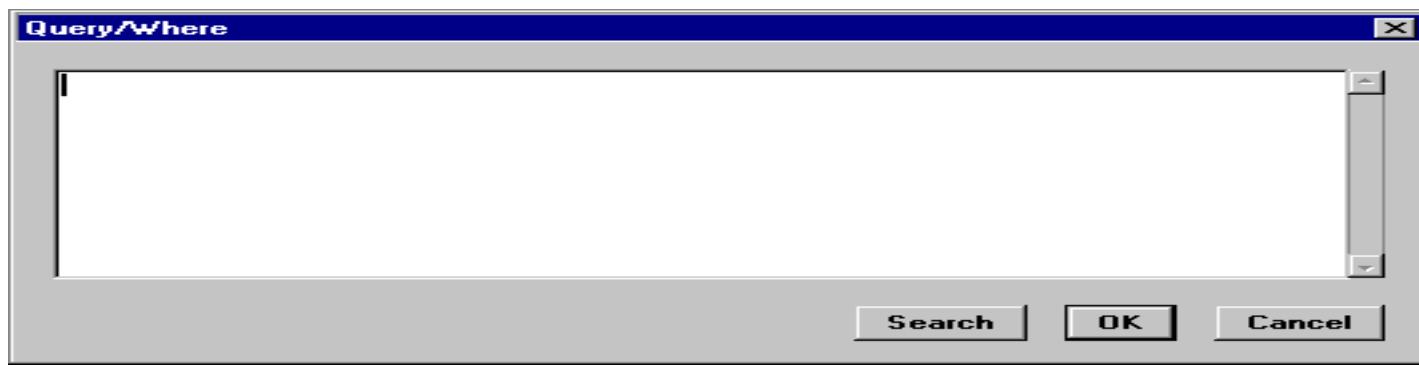
Hit “F7” on the keyboard and a “Notifications” box appears. Your cursor will be in the block next to the word “Messages”.



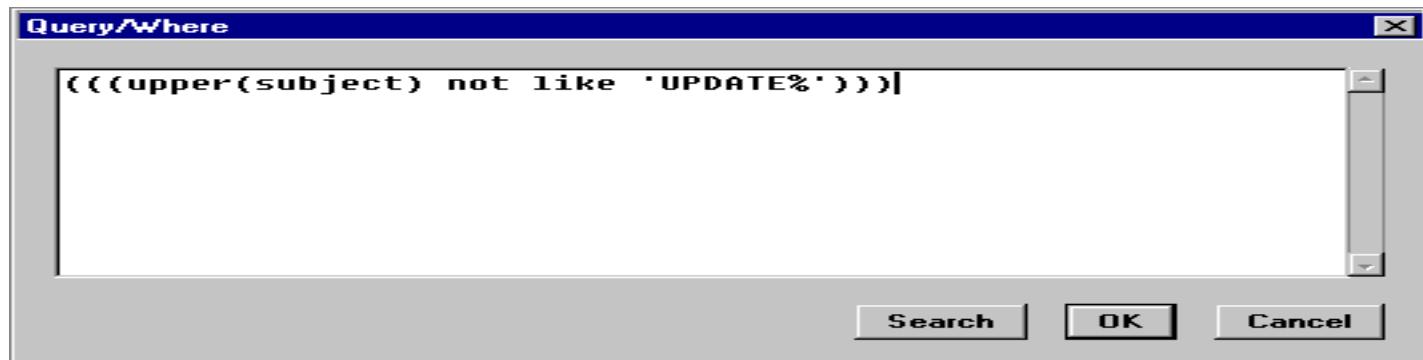
Type the “and” symbol in that box.



Hit “F8” on the keyboard. The following query box appears.



Type (((upper(subject) not like "UPDATE%")))) in the box.



Click "OK". Your information will be regenerated.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Molly Notifications

Priority 50 Due Date To Molly Wiegand

Subject RPA : Psn Chg : Req# 99SEP5EVW1KCAA000184

Message Name / POI : Cayabyab, Bobby L / 2211  
Effective Date : 02-SEP-1999 Proposed Effective Date : ASAP  
Current Status : INITIATED  
Routing Group : PAC\_REGION - Pacific Region Routing Group  
Date Received : 14-SEP-1999 Date Initiated : 02-SEP-1999  
Organization : U.S. ARMY GARRISON ARP1W3RBAA 01  
NOA Family : Position Change  
First Action Requested : 740 - Psn Chg

Comment

References PA Routing History

Date Sent 14-SEP-1999 16:15:27 Notification ID 1018 Status Open

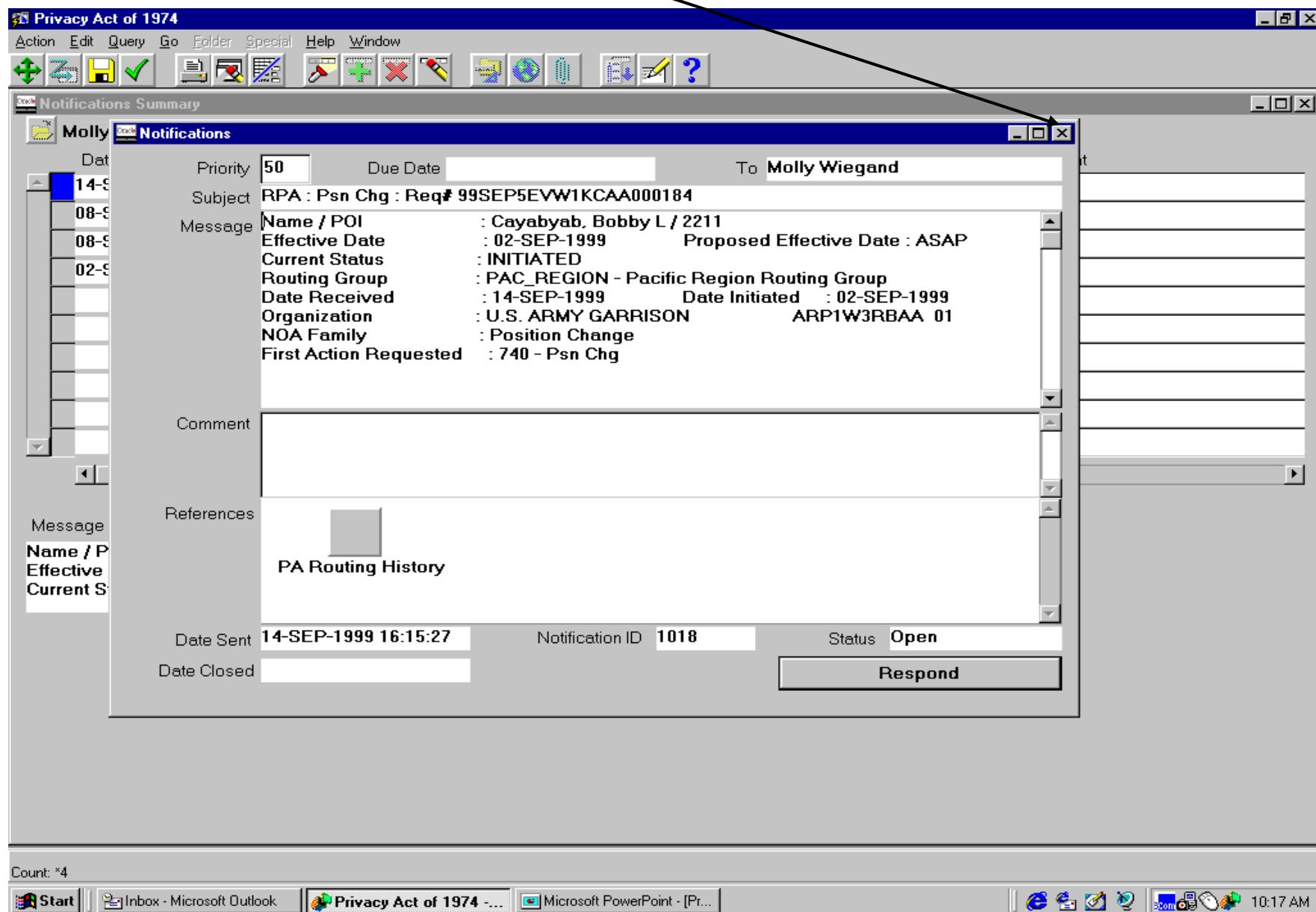
Date Closed Respond

Count: \*4

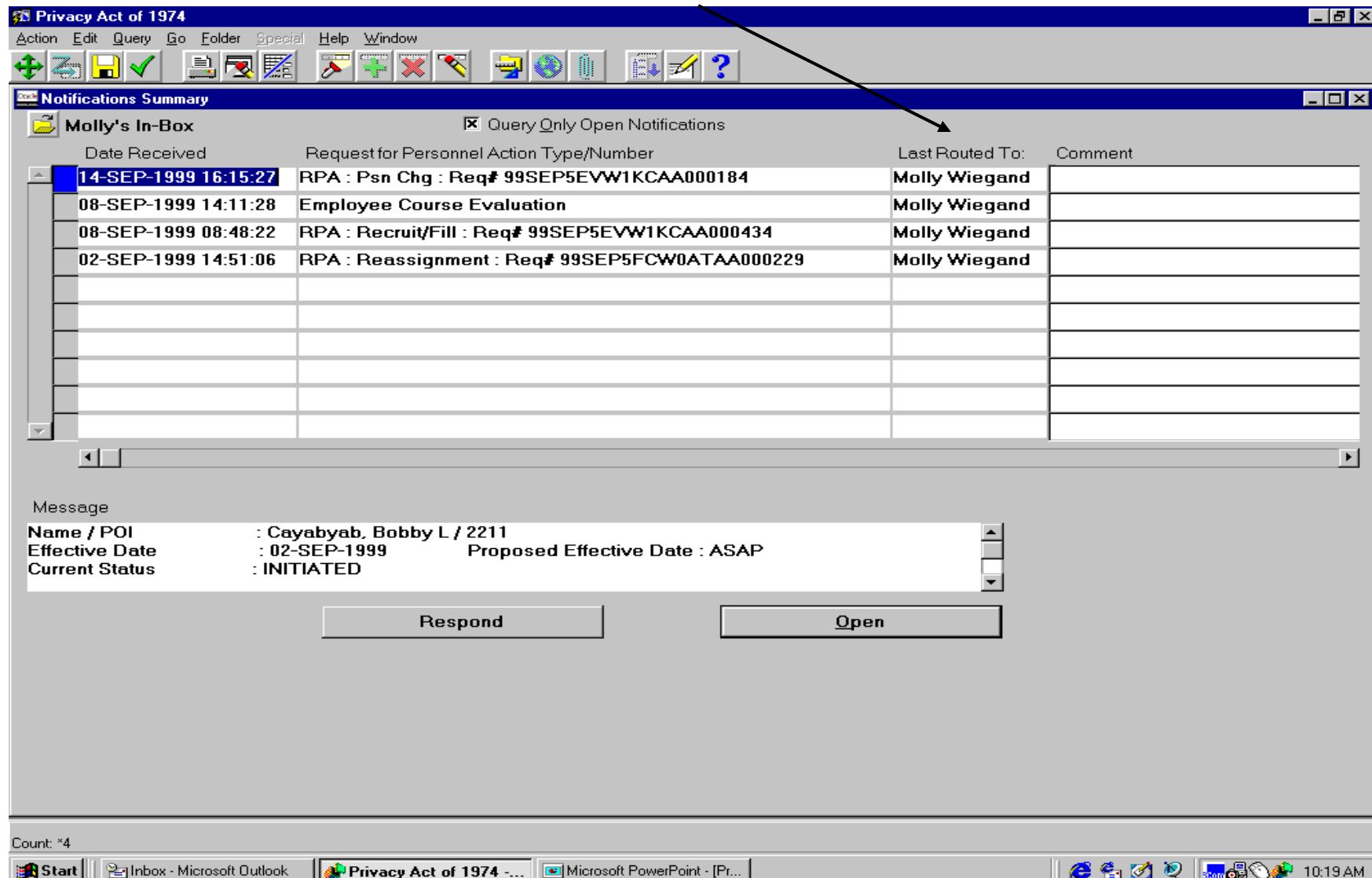
Start Inbox - Microsoft Outlook Privacy Act of 1974 ... Microsoft PowerPoint - [Pr...]

10:17 AM

Click on the “X” to close that screen.



Now you will only see actions that are routed specifically to you.



Save your folder by clicking on “Folder” and then “Save”.